

# Senior Contract Specialist

GENERAL SERVICES ADMINISTRATION

Public Buildings Service

## Open & closing dates

🕒 01/28/2020 to 02/06/2020

## Pay scale & grade

GS 13

## Appointment type

Permanent

## Service

Competitive

## Salary

\$111,286 to \$144,676 per year

## Work schedule

Full-time

## Locations

1 vacancy in the following location:

**San Francisco, CA**

## Relocation expenses reimbursed

No

## Telework eligible

Yes as determined by agency policy

## This job is open to



### Federal employees - Competitive service

Current or former competitive service federal employees.



### Internal to an agency

Current federal employees of this agency.

## Clarification from the agency

Your application will be considered if you are a: \* GSA employee currently employed in the Public Buildings Service, in Region 9. \* GSA surplus or displaced employee in the local commuting area who qualify for the Career Transition Assistance Program (CTAP) You must be serving on career or career-conditional appointment, or under a noncompetitive Special Appointing Authority which provides for conversion to a permanent position in the Competitive Service.

## Announcement number

2009156LRMP

**Control number**

557957900

## Duties

### Summary

As an expert Contract Specialist, devises procurement strategies required to support major acquisitions that are strategically vital to customers in their mission accomplishment and substantively impact the local business community and the general public as well.

**Location of Position: Public Building Services, Acquisition Management Division, in San Francisco, CA.**

We are currently filling one vacancy, but additional vacancies may be filled as needed.

### Responsibilities

- Conducts all pre-award procurement activities as the senior contracting official for construction, services and other Government requirements.
- Conducts all post-award procurement activities as the senior contracting official for construction, services and other Government contracts.
- Serve as the business manager with a thorough understanding of the customers' mission and business processes, focused on providing effective business solutions to accomplish missions and achieve stated goals and objectives.
- Oversees and monitors the most complex, large, or politically sensitive projects. Responsibilities include, but are not limited to, ensuring appropriate acquisition project design and tracking, timely processing of awards and modifications, and overall, ensuring that projects are completed within contractually mandated budgetary scope and schedule. Incumbent must be able to work independently, be able to set priorities based on due dates and other factors, and be able to track and report on the contracting action, both pre and post-award, to team members and management.
- The incumbent provides highly technical professional advice and guidance to customers, colleagues, and contracting peers; and mentors other contract specialists as needed to include review, approval and signing of their work.
- The incumbent must have comprehensive knowledge of all applicable procurement laws, Office of Federal Procurement Policy (OFPP) rules, regulations and procedures, and skill in oral and written communications to effectively conduct procurement operations for the Government.

### Travel Required

Occasional travel - Occasional travel may be required.

### Supervisory status

No

### Promotion Potential

13

### Job family (Series)

#### 1102 Contracting

(<https://www.usajobs.gov/Search/?j=1102>).

## Requirements

### Conditions Of Employment

- US Citizenship or National (Residents of American Samoa and Swains Island)
- Meet all eligibility criteria within 30 days of the closing date
- Meet time-in-grade within 30 days of the closing date, if applicable
- Register with the Selective Service if you are a male born after 12/31/1959
- Apply online (See How to Apply section.)

If selected, you must meet the following conditions:

- Receive authorization from OPM on any job offer you receive, **if you are or were (within the last 5 years) a Schedule A, Schedule C, or non-career SES political appointee**
- Serve a one year probationary period, if required.
- Undergo and pass a background investigation (Tier 2 investigation level).

## Qualifications

For each job on your resume, provide:

- the exact dates you held each job (from month/year to month/year)
- number of hours per week you worked (if part time).
- if Federal positions, provide Title, Series and Grade.

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume.

For a brief video on creating a Federal resume, click [here](https://www.youtube.com/watch?v=8YX7o1PBoFk) (<https://www.youtube.com/watch?v=8YX7o1PBoFk>).

The GS-13 salary range starts is \$111,286 per year.

To qualify, you must have at least one year of specialized experience equivalent to the **GS-12** level or higher in the Federal service.

Specialized experience is progressively responsible experience in performing the full range of pre-award and/or post award activities utilizing various types of contracts such as fixed price, various cost types, requirements, performance based multiple award schedules and evidence of professional potential, business acumen, and drive for results, relationship building, and self-motivation in order to procure a variety of complex or specialized products and/or services; OR experience requiring sufficient knowledge of contracting regulations, policies, and procedures and an organization's program and technical requirements in order to conduct reviews of contracts or contracting actions, recommend or plan improvements to an organization's procurement program.

### 1102 Qualifications GS-13 & above:

You must meet the requirements in 1, 2, or 3 below:

1. **All of the following:** (a) Completion of Training listed in Level I & II of [FAC-C Course Requirements](http://www.fai.gov/drupal/certification/contracting-fac-c) (<http://www.fai.gov/drupal/certification/contracting-fac-c>); **or** FAC-C Level II or III, or a DAWIA level II or III certification. If your certification is over 2 years old, 80 hours of Continuous Learning Points are required to maintain certification. (b) At least 4 years of experience in contracting or related positions including 1 year of specialized experience at or equivalent to work at the level described below; and (c) Completion of a 4-year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
2. **Exception:** If you were in a GS-1102 position on January 1, 2000, you will be exempt from meeting the educational requirements for the grade level of that position. However, to be promoted you will have to meet Option 1 or 3.
3. **Waiver:** GSA's senior procurement executive has the discretion to waive any or all of the requirements in 1 above.

## Education

Note: If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. For further information, visit: <https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html> (<https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>).

## Additional information

Bargaining Unit status: AFGE

Relocation-related expenses are not approved and will be your responsibility.

On a case-by-case basis, the following incentives may be approved:

- Recruitment incentive if you are new to the federal government
- Relocation incentive if you are a current federal employee
- Credit toward vacation leave if you are new to the federal government

Additional vacancies may be filled from this announcement as needed; through other means; or not at all.

## How You Will Be Evaluated

You will be scored on the questions you answer during the application process, which will measure your possession of the following competencies or knowledge, skills, and abilities. Your responses to these questions must be supported by your resume or your score may be lowered.

- Knowledge and skill sufficient to plan and procure design services and construction for hospitals, laboratories, federal office buildings, or other new high-rise or state of the art facilities; or, in the case of contracting for services, knowledge and skill sufficient to plan and procure complex multi-year service contracts for all classes of buildings or portfolios of buildings.
- Expert knowledge of price/cost analysis, negotiation, and contract administration and termination techniques required to exercise the full range of delegated procurement authority; ability to provide technical guidance and advise and assist specialists and program officials involved in the procurement process.
- Knowledge of contract types and contracting methods and techniques including cost and incentive contracting, award fee, cost sharing arrangements, processing of unsolicited proposals, multiple awards, and special provisions relating to assigned procurement.
- Knowledge of contract administration techniques sufficient to monitor contractors' performance throughout all phases of project development and execution; skill in negotiation techniques required to participate in complex or extended contract negotiations, require the monitoring of the performance of the prime contractor and a large number of subcontractors, negotiation of forward pricing rates and claims, complex changes and terminations or contract close out, and to meet and deal with varying levels of vendor, client agency and/or other Government officials.
- Knowledge of acquisition project management and delivery, including the governing regulations, methodologies and processes required to oversee all aspects of assigned projects and to achieve critical project goals, timelines and objectives.
- Knowledge of acquisition project management and delivery, including the governing regulations, methodologies and processes required to oversee all aspects of assigned projects and to achieve critical project goals, timelines and objectives.
- Knowledge in planning and coordinating all aspects of and activities relating to assigned procurement's; to negotiate required contractual actions with industry and customer agency officials; to assure acceptance of project goals and timelines with PBS, other Federal agency and industry officials; and to resolve mutual major problems which may arise during the life of assigned acquisition projects.

Additional assessments may be used, and, if so, you will be provided with further instructions.

If you are eligible under GSA's Career Transition Assistance Plan ([CTAP](https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/ctap/)), you must receive a score of 85 or higher to receive priority.

To preview questions please [click here](https://jobs.monstergovt.com/gsa/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=102000)

(<https://jobs.monstergovt.com/gsa/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=102000>).

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## Background checks and security clearance

### Security clearance

[Other](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

### Drug test required

No

## Required Documents

ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit.

- [CTAP](https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/ctap/)

**eligible - submit a, b, and c:** (a) proof of eligibility including agency notice; (b) SF-50, and (c) most recent performance appraisal.

- **Current or Former Political Appointees:** Submit SF-50.
- **College transcripts:** If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected for this job, you will be asked to provide an official transcript. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education.
- **Contracting Documentation:** Submit A or B:

**(A) Mandatory contracting training - submit a or b below:**

- a. GSA's Mandatory Training Requirements which can be met by one of the following: Completion of Training listed in Level I & II of [FAC-C Course Requirements](https://www.fai.gov/drupal/certification/contracting-fac-c) (<https://www.fai.gov/drupal/certification/contracting-fac-c>) (use the link to view specific courses); or if you have a FAC-C Level II or III, or a DAWIA level II or III certification, your training is fully qualifying for GSA's Mandatory Training requirement. If your certification is over 2 years old, 80 hours of Continuous Learning Points are required to maintain certification.
- b. list of completed courses including: official course title, course number, training provider, training hours completed, and the date completed

**(B) Proof of contracting certification - submit the following:**

- a. FAC-C or DAWIA Level II or higher certification (copy of certificate)

**If certification is over 2 years old, also submit (b) or (c) below:**

- b. Continuous Learning Points (CLPs) history identifying the completion of 80 CLPs every two years. The 80 CLPs every two years must be from the issuance date of certification to current period.
- c. If you are a FAITAS member, you may submit your Continuous Learning Achievement Certificate from FAITAS. On your "My Continuous Learning" page, click on the "approved" link under Achievement Status to print a copy of your most recent certificate.

**If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/) (<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

You will have access to many [benefits](https://www.gsa.gov/about-us/careers-at-gsa/why-work-at-gsa/employee-benefits) (<https://www.gsa.gov/about-us/careers-at-gsa/why-work-at-gsa/employee-benefits>) including:

- Health insurance (choose from a wide range of plans)
- Life insurance coverage with several options
- Sick leave and vacation time, including 10 paid holidays per year
- Thrift Savings Plan (similar to a 401(k) plan)

- Flexible work schedules
- Transit and child care subsidies
- Flexible spending accounts
- Long-term care insurance
- Training and development

[http://www.opm.gov/insure/federal\\_employ/index.asp](http://www.opm.gov/insure/federal_employ/index.asp)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

Submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the announcement. You can modify or complete your application any time before the deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, click here: [Apply for a GSA Job](http://www.gsa.gov/portal/category/26564) (<http://www.gsa.gov/portal/category/26564>).

To begin, click the **Apply Online** button on the vacancy announcement.

- Sign in or register on USAJobs and select a resume and documents to include in your application.
- Once you have clicked **Apply for this position now**, you will be taken to the GSA site to complete the application process.
- Click the **Apply To This Vacancy** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click Return to USAJobs or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this job.**
- **Note:** Review the *REQUIRED DOCUMENTS* section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): **Upload** (from your computer); **USAJOBS** (click the "USAJOBS" link to complete the transfer process) or **FAX** (read the "Fax instructions" provided prior to printing the Fax Cover Sheet and faxing your information).

**Need Assistance in Applying?** Contact the HR representative listed on the announcement prior to the application deadline. We are available to assist you Monday-Friday during normal business hours. You must receive HR approval before deviating from these instructions. **Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.**

### Agency contact information

 Lorree Rhodes

#### Phone

[817-978-4115](tel:817-978-4115)  
(<tel:817-978-4115>)

#### Fax

000-000-0000

#### Email

[vacancy.inquiries@gsa.gov](mailto:vacancy.inquiries@gsa.gov)  
(<mailto:vacancy.inquiries@gsa.gov>)

[Learn more about this agency.](#)  
([#agency-modal-trigger](#)).

#### Address

GSA, Public Buildings Service  
General Services Administration  
Human Resources Service Center (PBS)  
819 Taylor Street  
Fort Worth, Texas 76102  
United States

### Visit our careers page

Learn more about what it's like to work at Public Buildings Service, what the agency does, and about the types of careers this agency offers.

<http://www.gsa.gov/portal/category/26570/>  
(<http://www.gsa.gov/portal/category/26570/>)

## Next steps

After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Your application will be reviewed for all requirements.
2. **REFERRAL TO MANAGEMENT:** If you meet all the requirements, you may be referred to management for review and a possible interview.
3. **SELECTION/TENTATIVE JOB OFFER:** If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.
4. **FINAL JOB OFFER:** Once our security office determines you can come on board, you will be given a final offer, which is typically 40 days after the announcement closes.
5. **FINAL COMMUNICATION:** Once the position is filled, we will notify you of your status. You may also check your status by logging into USAJOBS. Go to My USAJOBS and then to Applications.

**Thank you for your interest in working for U.S. General Services Administration!**

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

### Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)  
([https://www.eeoc.gov/federal/fed\\_employees/index.cfm](https://www.eeoc.gov/federal/fed_employees/index.cfm))

### Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)  
or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/).  
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

## Legal and regulatory guidance

[Financial suitability](#)

[Social security number request](#)

[\(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/\)](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/)

Privacy Act

[\(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/\)](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/)

Selective Service

[\(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/\)](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/)

[\(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/\)](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/)

Signature & False statements

[\(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/\)](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/)

New employee probationary period

[\(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/\)](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/)



## U.S. OFFICE OF PERSONNEL MANAGEMENT

## CLASSIFICATION &amp; QUALIFICATIONS GENERAL SCHEDULE QUALIFICATION STANDARDS

## Contracting Series, 1102

## Individual Occupational Requirements

*This is an individual qualification standard developed by the Office of Federal Procurement Policy under the authority of 41 U.S.C. 433. It does not apply to Department of Defense positions.*

## Basic Requirements for GS-5 through GS-12

1. A 4-year course of study leading to a bachelor's degree with a major in any field;
- or
2. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Applicants who meet the criteria for Superior Academic Achievement qualify for positions at the GS-7 level.

The following table shows the amounts of education and/or experience required to qualify for positions GS-7 through GS-12 covered by this standard.

GRADE	EDUCATION	SPECIALIZED EXPERIENCE
<b>GS-7</b>	1 full academic year of graduate education or law school or superior academic achievement	1 year equivalent to at least GS-5
<b>GS-9</b>	2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.	1 year equivalent to at least GS-7
<b>GS-11</b>	3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-9
<b>GS-12 and above</b>	(No educational equivalent)	1 year equivalent to at least next lower grade level

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

**Graduate Education.** To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

**Note -** For positions at GS-7 through GS-12, applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level, that provided the

knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above.

1. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

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## Basic Requirements for GS-13 and Above

1. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

and

2. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
3. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.
4. Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph D, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

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## Related Information

- [Questions and Answers Concerning Revised 1102 Qualification Standard](#)

## Related Information

### Associated Group Standard

There is no Group Coverage Qualification Standard for this series. Use the Individual Occupational Requirements described below.

FEDERAL  
ACQUISITION  
INSTITUTE



# *Federal Acquisition Certification in* **CONTRACTING**

## **Wesley Lau**

Has met the requirements for Level III Certification

March 13, 2017

Jeffrey B. Birch  
Director (Acting)  
Federal Acquisition Institute



Federal Acquisition Institute

# *Certificate of Achievement*

## Federal Acquisition Certification in Contracting (FAC-C), Level III

### **Wesley Lau**

In recognition of the attainment of the continuous learning requirements prescribed by the Office of Management and Budget, the Office of Federal Procurement Policy, and the Federal Acquisition Institute

**For the period of March 14, 2017 - March 13, 2019**

Awardee has until March 13, 2021 to complete continuous learning for the next two-year period.

**(b) (6)**

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Jeffrey B. Birch  
Director  
Federal Acquisition Institute

**Certification valid through: March 13, 2021**



Wesley Lau - 9PQPC &lt;wesley.lau@gsa.gov&gt;

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**FAITAS Continuous Learning Achievement - Approved**

3 messages

**CL@fai.gov** <CL@fai.gov>

Wed, Feb 20, 2019 at 9:39 AM

To: "wesley.lau@gsa.gov" &lt;wesley.lau@gsa.gov&gt;

Cc: "greg.mcsweeney@gsa.gov" &lt;greg.mcsweeney@gsa.gov&gt;

Continuous Learning Achievement Summary:

Employee: Wesley Lau

Certification Name: FAC-C

Level: III

Period Begin Date: 3/14/2017

Period End Date: 3/13/2019

CL Achievement Date: 2/4/2019

Dear: Wesley Lau

Well done!

The Continuous Learning (CL) maintenance process for your FAC-C certification is complete as the Continuous Learning Achievement noted above has been approved.

A new continuous learning period for your FAC-C, Level III will be established the day after this CL Period ends/ended, in which you will have two-years to maintain your certification through continuous learning activities and training.

To view your Continuous Learning Achievement Certificate once full access is restored:

1. Log on to <https://faitas.army.mil/Faitas/>
2. Select Manage Career | Continuous Learning | My Continuous Learning
3. Select the Approved link next to your previous CL period to view a PDF copy of your CL Achievement Certificate.

Please do not reply to this system-generated email message. FOR OFFICIAL USE ONLY.

Questions regarding this email? Please visit the Federal Acquisition Institute (FAI) website and select the "Help Desk" link to submit a ticket to FAI Customer Service Support.

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**Gregory McSweeney - 9PQP** <greg.mcsweeney@gsa.gov>

Wed, Feb 20, 2019 at 9:44 AM

To: "Wesley Lau (9P2PCN)" &lt;wesley.lau@gsa.gov&gt;

Congratulations Wes

[Quoted text hidden]

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**Wesley Lau - 9PQPC** <wesley.lau@gsa.gov>

Wed, Feb 20, 2019 at 11:10 AM

To: Gregory McSweeney - 9PQP &lt;greg.mcsweeney@gsa.gov&gt;

thanks Greg

Wesley Lau

## SENIOR CONTRACT SPECIALIST (2ND ROUND)

1102 SERIES – Capital Section

### INTERVIEW QUESTIONS

Candidate \_\_\_\_\_ Date \_\_\_\_\_

1. As a senior Contract Specialist, you will find that junior Contract Specialists will look to you for advice and guidance on technical issues. Please share with us a time when you helped coach or mentor someone. What improvement did you see in the person's knowledge or skills?
2. Give us an example of a time when you needed someone outside of your team to cooperate with you on an important project or assignment in order to be successful. How did you convince that person to work with you and how did you share the credit when you were successful?
3. This job requires a significant amount of coordination with project team members outside of AMD. How would you ensure that your COR and Project Manager partners stay compliant with the FAR and other contracting regulations and procedures? How have or would you address a COR or Project Manager who has acted in a manner conflicting with mandated regulations and procedures?
4. Working in acquisition requires having not just knowledge of the regulations, but often dealing with customers (internal and external) that have varying interpretations of these regulations. When facing conflicting views, how would you defend your position without creating conflict?
5. We know you were asked this question by the first Panel, but, for us, we would appreciate hearing, in five minutes or less, why you believe you are the best candidate for this job.

# **SENIOR CONTRACT SPECIALIST**

## **1102 SERIES**

### **INTERVIEW QUESTIONS**

1. Describe your experience with conducting and/or developing preaward reviews of acquisition files? What do you consider key areas that should be reviewed prior to making an award?
2. Describe your experience in acquisition planning and the use of Source Selection procedures.
3. Tell us about your experience in dealing with the various socio-economic goals for procurement. How would you implement and/or communicate ways to move toward achieving a goal that was not being met?
4. Can you describe your personal experience with handling Contract Administration including Protests, Claims, Contract Changes, and IG investigations? Tell us about the outcome of one of experiences. (Note: Look for comments on gathering information, format of requests, protests - did it stop work during solicitation stage, claims)
5. Describe your experience interacting directly with customers and other high-level stakeholders (i.e. SBA, Courts, CBP, DOL). Please include information regarding a specific situation, and the actions taken to satisfy the customer and meet expectations within the parameters of sound business practices.